

Retention and Classification Report

Agency: Canyons School District (Utah). Altara Elementary School (3579)

Altara Elementary School
800 E 11000 S
Sandy, UT 84094
801-826-7675

Records Officer

27968	Attendance reports
27967	Grade roll books
27969	Office reports

AGENCY: Canyons School District (Utah). Altara Elementary School

SERIES: 27968

3

TITLE: Attendance reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

AGENCY: Canyons School District (Utah). Altara Elementary School

SERIES: 27968

TITLE: Attendance reports

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99 (2008).

AGENCY: Canyons School District (Utah). Altara Elementary School

SERIES: 27967

3

TITLE: Grade roll books

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are bound volumes of grade sheets. The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION:

Retain 41 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

AGENCY: Canyons School District (Utah). Altara Elementary School

SERIES: 27967

TITLE: Grade roll books

(continued)

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Canyons School District (Utah). Altara Elementary School

SERIES: 27969

3

TITLE: Office reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

AGENCY: Canyons School District (Utah). Altara Elementary School

SERIES: 27969

TITLE: Office reports

(continued)

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99.